



# HALSTEAD NURSERY

## Acceptable Use of Technology Policy for visitors & volunteers



As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology.

This AUP will help Halstead Nursery to ensure that all visitors and volunteers understand the setting expectations regarding safe and responsible technology use.

## **Policy Scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Halstead Nursery both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks and communication technologies.
2. I understand that this AUP should be read and followed in line with the setting staff Handbook.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the Halstead Nursery ethos, staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
5. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Halstead Nursery into disrepute.

## **Data and Image Use**

6. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.
7. I understand that I am not allowed to take images or videos of learners unless prior written permission has been sought and approved by parents. Any images or videos of learners will only be taken in line with our camera and image use policy

## **Classroom Practice**

8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.

9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (**TRACEY McCARTNEY**) in line with their child protection policy.
10. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

## **Use of Social Media and Mobile Technology**

11. I have read and understood the setting policy which covers expectations regarding staff use of social media and mobile technology.
12. I will ensure that my online reputation and use of technology and is compatible with my role within the setting. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the setting use of social media and mobile technology policy.
  - I will not discuss or share data or information relating to learners, staff, school/setting business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the setting's policies and the law.
13. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via approved communication channels such as via the setting's provided email address, account or telephone number.
  - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL.
14. If I have any queries or questions regarding safe and professional practise online either in the setting or off site, I will raise them with the DSL.
15. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
16. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
17. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the setting into disrepute.

## Policy Compliance, Breaches or Concerns

18. I understand that Halstead Nursery may exercise its right to monitor the use of setting information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation
19. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead in line with their child protection policy.
20. I will report concerns about the welfare, safety, or behaviour of staff to the Manager, in line with the allegations against staff policy.
21. I understand that if the setting believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the setting may invoke its disciplinary procedures.
22. I understand that if the setting suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Halstead Nursery's visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....